



Town of Oro Valley Classification Description

Title: **SENIOR CIVIL ENGINEER**
Job Code: 3130
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 121

POSITION SUMMARY:

Under general supervision, performs civil engineering related work such as the review of submitted plans and reports, technical research, attends meetings, and other engineering related duties for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

PERMITTING DIVISION

- A. Provides engineering review of development related plans and associated documents for a wide variety of submittals such as pre-applications, conceptual design, final design, technical reports, building plans, etc. for conformance to Town, State and Federal statutes, rules, ordinances, codes and regulations. This includes redlining of project plans and the preparation of comment letters for applicants.
- B. For projects assigned, serves as the engineering project manager to ensure projects are compliant with Town, Federal and state requirements, ensures reviews are completed in a timely manner, and serves as the primary contact for the applicant.
- C. Attends various meetings with internal and external customers for purposes such as providing engineering feedback at pre-application meetings, going over plan review issues, and coordinating projects with other divisions/departments.
- D. Provides front counter customer assistance by answering a wide variety of engineering related inquiries such as drainage and grading requirements or conditions and explaining submittal and approval procedures, providing general research and information, and checking submittals for completeness.
- E. Performs site visits to verify site conditions, to verify proposed plan designs, and to resolve issues as required.
- F. Performs occasional engineering design including the preparation of related CAD documents for special Town projects when required.
- G. Attends various public board and neighborhood meetings outside of normal business hours for the purpose of responding to engineering questions related to proposed development projects.
- H. Utilizes permitting software to log-in/out assigned projects, track project status, and input comment letters and associated inspection items.

ENGINEERING DIVISION

- I. Provides civil engineering services and assessments to existing streets throughout the Town.
- J. Reviews development plans, preliminary plats, final plats, improvement plans, as well as hydrology, geo-technical and traffic reports in design phase for conformance to Town, Federal and state codes and standards and provides comments to consultant engineers.
- K. Acts as project manager to work closely with the public and engineering firms and oversees project costs and schedules.
- L. Oversees construction activities and interacts and communicates with contractors.
- M. Coordinates construction-related issues with other internal and external parties and investigates field problems affecting design, construction and maintenance operations.
- N. Visits construction sites and conducts field inspections.
- O. Supervises subordinate staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing engineering.
- Knowledge of engineering practices and principles, complex mathematical and engineering formulas and material testing practices.
- Knowledge of personal computer hardware and software.
- Experience using AutoCAD software in civil engineering applications.
- Knowledge of occupational hazards and safety guidelines.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Civil Engineering or related field.
- Five (5) years' experience in the civil engineering field related to land development, roadway design, and/or construction including one (1) year at a supervisory level; **OR** an equivalent combination of education and experience.
- Registration as a Professional Engineer in the state of Arizona.
- If out of state, must obtain Arizona P.E. registration within 6 months of appointment.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.